# Training Process Overview

| Stages | Phases | Major Deliverables | Task(s) | |
|---|---|---|---|---|
| Develop | Plan | Training Needs Assessment | Conduct audience analysis | |
| | | Instructional Design Plan | Identify learning objectives | |
| | | | Identify content scope (content inventory) | |
| | | | Determine delivery strategy | |
| | | | Identify logistics strategy | |
| | | Project Plan | Identify roles (role map) | |
| | | | Identify stakeholders | |
| | | | Create workplan (tasks, deliverable schedule, check-in points) | |
| | | | Create task order | |
| | | | Develop budget | |
| | | Project Management | Kick-off meeting | |
| | | | Control project work throughout each phase | |
| | Design | Instructional Strategy | Create goal map / course map (story board) | |
| | | | Create content outline | |
| | | | Create activities | |
| | | | Determine media requirements | |
| | | | Review and adopt training material standards | |
| | | Alpha Usability Test | Plan alpha usability test | |
| | | | Conduct alpha usability test (results & recommendations) | |
| | | Evaluation Instrument | Plan evaluation/measurement tools & methods | |
| | | Deliverable Schedule | Create implementation timeline | |
| | | | Create logisitics timeline | |
| | | Project Management | Conduct kick-off meeting | |
| | | | Create communication plan | |
| | | | Control project work throughout each phase | |
| | Build -- Classroom | Trainer & Training Materials | Create Detailed Course Content (Micro Content Outline) | |
| | | | Create Instructor/Facilitator material | |
| | | | Create Video | |
| | | | Create Graphics | |
| | | | Prepare Train the Trainer Course structure, content, material and logistics | |
| | | | Select Trainers for TOT | |
| | | Participant Materials | Create Detailed Course Content (Micro Content Outline) | |
| | | | Create Participant Material (guide, workbook & artifacts) | |
| | | | Develop Performance Support Materials (props/job aids) | |
| | | Testing | Dry Run | |
| | | | Plan Internal/Beta Usability tests | |
| | | | Conduct Internal/Beta Usability Tests | |
| | | | Plan Pilot Development tests | |
| | | | Conduct Pilot Development tests | |
| | | Support Processes | Build Help/Support processes | |
| | | Evaluation/Measurement | Develop Evaluation/Measurement tools & methods | |
| | | Training Logistics | Execute Training Logistics | |
| | | | Package Materials (printing & shipping) | |
| | | Training Schedule | Select Trainers & Select Sites | |
| | | | Schedule Programs | |
| | | Project Management | Conduct ongoing communications/ Control project work throughout each phase | |
| Deliver | Do | Train the Trainer (TOT) | Schedule trainers | |
| | | | Conduct Train the Trainer sessions (TOT evaluations) | |
| | | Logistics Support | Execute Logistics Support | |
| | | Ongoing Training | Registration | |
| | | | Deliver Training | |
| | | | Conduct Trainee Evaluations | |
| | | | Implement Ongoing Support | |
| | | | Implement Training Maintenance plan | |
| | | Project Management | Conduct ongoing communications/ Control project work throughout each phase | |
| | Assess | Conduct Evaluation | Collect Design, Delivery and Economical Effectiveness data | |
| | | | Summarize Evaluation/Measurement Results | |
| | | Analysis | Analyze Evaluation/Measurement results | |
| | | | Create Plan of Action/Make Recommendations | |
| | | | Celebrate | |
| | | Project Management | Conduct ongoing communications/ Control project work throughout each phase | |